Work Order # _____

CHECKLIST FOR COMBINATION OF B3 Tasks for EFMC, including B3a (Operations), B3b (Document Organization & Control), B3c (Database Management) and B3d (Review & Production)

Acceptable Quality Level (AQL)for B. Document Management: One hundred percent (100%) QA/QC is required. Accuracy of final deliverables shall reflect no more than two percent (2%) error rate. Deliverables are received within the agreed-upon delivery date, and Task Order costs are within the amount of the approved work plan.

<u>Task/Subtask</u>   <u>Date Task to Be Completed</u>

A. Support maintenance of security for EFMC   _____

B. Build, maintain, and update inventory   _____
   of EFMC tasks/subtasks work requests

C. Build, maintain, and update LRC/EFMC electronic rollodex   _____

D. Update and maintain EFMC holdings' inventories   _____

E. For documents, provide the following: _____
        -location   _____
        -identification   _____
        -retrieval   _____
        -transportation   _____
        -restoration   _____
        -review   _____
        -production   _____
        -indexing   _____
        -inventory   _____
        -security   _____
        -reorginaztion   _____
        -interim disposition   _____
        -storage   _____
        -shredding   _____
        -other document management, maintenance,   _____
            or conversion as tasked

Special Instructions _____
_____
_____
_____
_____

Checklist for Combination of B3 Tasks for EFMC, page 2

F. Sample, analyze, and report findings   _____
        regarding potentially contaminated
        documents

G. Convert documents from one media   _____
        to another, based on specific requests
        from the COR

Special Instructions _____   _____
_____
_____
_____
_____
_____

H. Coordinate with Superfund Record Center,   _____
        other EPA file rooms, outside government
        agencies, and other document repositories

Special Instructions _____   _____
_____
_____
_____
_____
_____

I. Organize documents   _____
        -chronologically   _____
        -by PRP   _____
        -by EPA provided theme(s)   _____
        -by Superfund file structure   _____
        -other *(Specify)*   _____

Special Instructions _____   _____
_____
_____
_____
_____
_____

Checklist for Combination of B3 Tasks for EFMC, page 3

J. Label documents   _____
      -Document Level   _____
      - Folder Level   _____
      -Box Level   _____

      -Propose Scheme with rationale   _____
      -Implement EPA- approved scheme   _____

Special Instructions _____   _____
_____
_____
_____
_____
_____

K. Index documents   _____
      -Create Index   _____
      -Maintain index   _____

Special Instructions _____   _____
_____
_____
_____
_____
_____

L. Index collections   _____
      -Create Index   _____
      - Maintain index   _____

Special Instructions _____   _____
_____
_____
_____
_____
_____

M. Support production and maintain record of reviews   _____

        Internal Review   _____
        External Review   _____

  - Secure materials for review   _____
  - Review for potential release issues; notify TOM   _____
  - Create/ Update Index   _____
  - Organize documents   _____
  - Label documents   _____
  - Contact requestor; make arrangements for review   _____
  - Contact COR; notify confirmation of review date   _____
  - Handle production   _____
        Electronic   _____
        Paper   _____
        Microform   _____
 -Transport/Ship   _____
 -Maintain production history   _____

Special Instructions _____   _____
_____
_____
_____
_____
_____